



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>COUNSELOR</b>
3	<b>Posting Number</b>	<b>PN# 106529</b>
4	<b>Department</b>	<b>Health &amp; Human Services Department</b>
5	<b>Division</b>	<b>Communicable Disease</b>
6	<b>Section</b>	<b>Area Agency on Aging Section</b>
7	<b>Reporting Location</b>	<b>8000 N Stadium</b>
8	<b>Workdays &amp; Hours</b>	<b>M - F, 8 a.m. - 5 p.m.* (Some weekends and after hours) *Subject to change</b>
9	<b><u>DESCRIPTION OF DUTIES</u></b> Interviews, counsels, screens and assesses clients for social services provided by the City and provides referrals to the local services community.  <b><u>CORE FUNCTIONS</u></b> <ul style="list-style-type: none"><li>➤ Conducts comprehensive caregiver assessments via face to face or telephone contact. Effectively develops care plans and makes referrals based on caregiver care recipient needs, community resources and available Area Agency on Aging support services. Conducts follow-up caregiver contact to monitor care plan and services outcomes.</li><li>➤ Identifies and maintains linkages with community based care management programs regarding assessment and coordination of services. Develops communication and working relationships with community and working relationships with community social service agencies in order to accomplish caregiver and HCAA program objectives and goals.</li><li>➤ Provides information referral and assistance to inquiries in person or via telephone electronic and written correspondence. Documents client contact in client database. Attends training, workshops and/or conferences to develop knowledge base on aging issues. Represents AAA on special work groups regarding caregiver support matters.</li><li>➤ Develops and identifies tools which would be of use in adequately addressing the needs of caregivers.</li><li>➤ Maintains information about all available services in the region; provides information to caregivers about available services, provides assistance to caregivers in gaining access to available services (serves as an advocate).</li></ul> <b><u>WORKING CONDITIONS</u></b> The position is physically comfortable; the individual has discretion about walking, standing, etc.  <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in a social or behavioral science, such as Sociology, Psychology, Social Work or Counseling.  <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two (2) years of professional experience in counseling or related social services work are required. A Master's degree in a social or behavioral science may be substituted for the experience requirement.  <b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None  <b><u>PREFERENCES</u></b> May conduct assessments after hours or on weekends.  <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None  <b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.  <b><u>SALARY INFORMATION</u></b> <b>GRANT FUND POSITION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 20 \$1,151 - \$1,574 Biweekly \$29,926- \$40,924 Annually  <b><u>OPENING DATE</u></b> August 24, 2005  <b><u>CLOSING DATE</u></b> Open Until Filled  <b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD Phone Number (713) 837-9471.  An equal opportunity employer	